



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 03-07

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Katrina Klatt, NSLP Nutrition Director
Arizona Department of Education, School Health & Nutrition Programs

Date: July 10, 2006

RE: Mandatory Direct Certification

The purpose of this memorandum is to ensure all schools with an enrollment of 25,000 students or more implement direct certification for children who are members of households receiving food stamps.

The State of Arizona has a direct certification computer system in place so that Local Educational Agencies (LEAs) can utilize the information from the Department of Economic Security (DES) database which provides food stamp information. The following list includes four methods for the computerized direct certification system:

1. Data Entry
2. File Upload- Standard Format
3. File Upload-SAIS ID
4. State Match

For more information regarding direct certification, please reference the Free and Reduced-Price Policy Handbook (Section 2) or the CNP Direct Certification Manual.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.